

*Old Business that must be reviewed and dealt with*

From April 1996:

**Medical (Rob Christie):**

- The Infectious Control Plan is at the printer and will be mailed to groups.

**Operations (Gary Mechtel):**

- Passed out "Subject Debriefing Form" - will have new forms.

**Communications (Steve Houck):**

- Working on rules for radio operations and an outline as to *how* the FCC's rules apply to us.

**Old Business (Dave Carter):**

- 501c3 status? The paperwork has been mailed.
- ASRC Vision and Mission status. In 1995, we agreed on a Mission statement. We have not finalized the Vision statement.
- There needs to be a single full day meeting to address these issues: Customer Needs, Restructuring of the ASRC, and Looking to the Longer View for the Corporation.

**Other Proposals:**

Proposal to use Consensus vs. Voting.

**Passed**

**Peter McCabe's Address to the ASRC General Membership (oral):**

- According to list compiled by Peter, *there are over 400 members in the ASRC*. Despite this impressive number, *only 10% show up to searches*. It is a struggle to get 20 - 30 members to a mission. Need to find out *why* such a large percentage of ASRC members do not attend searches. Need to empower members.

**Brainstorming Session:**

(William)

Safety Issues of the Conference.

- Members need to learn to drive stick shift.
- Need 4 hours of sleep before you are allowed to drive home from a search. Will this fix anything? Is 4 hours enough?
- What is the specific policy on "Fatigue and Searches"?
- We need a high-quality, anonymous survey of the membership to see what practices are currently in place and to help establish policies on Fatigue and SAR activities. There could be a "rapid" survey on-scene. The SO would hand you the pkg, it would be filled out, given back, and would come back in the Ops Kit. A number on the survey will match a number on a postcard that the member would take home with him/her. The member would fill out the postcard and log "perceived risks" of trip home at each time specified on postcard. This would enable the SO of the ASRC to compare on-site vs. during/after trip

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perceived risks. Kits would go to IC's. A concrete proposal for this program should be ready by the next BOD on 30 June 1996.

- Funding is paramount.

**(Gary)**

Asked for time stamps to track the time from the incident to home.

**(Dave)**

There are 3 questions we need to ask our Customers:

- **What can I stop doing that is causing problems for you?**
- **What can I start doing to help you?**
- **What can I do for you that will help you do your job better?**

Data to be given to Dave at next BOD. *(But did we?)*

**Other Issues:**

**(Peter)**

Request that the ASRC help with the mailing cost (the envelopes) for the Appalachian Alert.

**(Dave)**

Will pay (personally) for the next box of envelopes.

*From June 1996:*

**Old Business (Dave):**

Has anyone asked their RAs the 3 questions? (None had.) The development of a program to go OUT and talk to RAs is underway.

**Safety (William):**

- In reference to The Survey, the Stafford Sleep Scale is to be utilized.
- Furthermore, questions to other groups concerning Fatigue and how they handle it have not proven helpful (no responses).
- Data on the risks we take is to be gathered to draw up better Safety Policies. William and Bob are working on this. The Enforcement of the policies would mean NOT participating in an incident (if unsafe situation).
- By the Fall of 1996, surveys can be ready.

**IS Nomination:**

Peter did have a letter to state that Jim Poole does meet the requirements for IS. In addition, William asked for mission summaries. *(Not provided to the Secretary.)*

**AO Training (William Dixon):**

It's not happening, and we also don't have Dispatch Training. Darren just started Paramedic Training which takes up his time, so William will speak to him in reference to his schedule.

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**(Bob)**

Darren is working on a class to train ICs to (in turn) train AOs.

**Lessons Learned:**

Shenandoah National Park "Evacuation" (for the 2 murdered hikers)

**DES did not let the ASRC know its role in the incident. Winnie Pennington will be sent a letter by William in reference to this.**

**VISION STATEMENT**

*Changed to...*

The ASRC will become the most widely recognized and reliable SAR resource in the Mid-Atlantic States.

**"most widely recognized"**

**Increase awareness at State and County levels (pre-plans)**

- increase ASRC contributions in trade publications
- increase PSAR activities
- develop public information program
- develop a BOD representative of the Mid-Atlantic region
- register with United Way
- sponsor annual East Coast SAR symposium
- develop and implement SAR training for Law Enforcement/Fire/EMS agents
- develop a network of logistical resources
- utilize current technology and explore leading edge technology
- conduct SAR research
- conduct cross-training with other SAR resources

*changed to...*

**Increase awareness at State and County levels (by Oct 1996 - RAs, Fire, EMS)**

- develop information, training, support programs for RAs, Fire, EMS
- contact RAs to deliver program
- develop survey/analysis program for pre and post mission information gathering (Dave to contact Gary of SMRG)
- develop a marketing plan
- contact all previous and current DES GSAR students to solicit their membership to ASRC Groups
- host annual symposium
- increase SAR instructor base for outside presentations

Old Business Items

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**“reliable”**

**consistently meet requests for ASRC resources**

- have initial personnel on-scene within 2 hrs of request to ASRC
- develop air transport capability
- complete and implement standardized training and testing
- develop and implement an internal resource readiness status
- develop reliable and consistent dispatch service
- develop a system to ensure sufficient equipment response
- each group to develop multi-mission response capability
- reduce group recovery/turnaround time (24/36?)
- develop a system to ensure equipment reliability
- develop a formal periodic onsite review/inspection of group
- develop and implement personal readiness assessment/inspection

*changed to...*

**consistently meet requests for ASRC resources**

- develop and implement process to track member/group recognition in search missions
- develop quarterly recognition system and annual awards
- develop and implement mission response summaries
- develop quick response teams (IC, staff, field teams) in each group
- each group to develop and implement a system which will provide the ASRC with standard resource report within 30 minutes
- standardized resource report for ICs (who, what, when)

**“SAR resource”**

**develop air scent dog team capability**

- develop capability for tracking
- develop capability for bike team
- develop standard task force configuration
- develop and implement multi-level resource typing response teams
- develop and implement an affiliate program

*changed to...*

**develop air scent dog team capability within the ASRC through an affiliation with current groups and development of ASRC Air Scent Dogs**

- develop air scent dog training and recognition standards (by April 1997)
- contact dog groups to discuss ASRC development of dog capability (by Sept 1996 by Dave)
- develop plan for marketing ASRC to the dog groups (by August 1996 by Bob & William)
- develop operational plan for dog team employment (by April 1997 by Greg & Bob)

Old Business Items

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- increase participation of dog groups in ASRC training (by December 1996 by GTOs)
- increase group cross training with dog groups (by December 1996)

**develop and implement an affiliate program**

- define purpose and role of affiliate program (by September 1996 by Dave & William)
- write policy and procedure (by October 1996 by Dave & William)
- develop marketing plan to recruit affiliate groups (by February 1997)

(Official)

**ASRC VISION STATEMENT**

*“The ASRC will become the most widely recognized and reliable SAR resource in the Mid-Atlantic States.”*

It was determined that the words, **recognized**, **reliable**, and **resource**, are the key elements of the ASRC's Vision, and the areas where the ASRC should focus its attention. The group determined the top objectives under each element that the ASRC should strive to achieve first.

**RECOGNIZED**

**“Increase awareness of the ASRC at the state and county level”**

- Develop information, training, and support programs for the responsible agents  
(by 10/96 - Mark E./Greg S./Peter M.)
- Contact responsible agents to deliver program  
(by )
- Develop survey/analysis program for pre/post mission information gathering. Dave C. to ask Gary M. if he will develop the survey  
(by )
- Develop marketing plan  
(by 10/96 - Mark E./Greg S./Peter M.)
- Contact all previous and current DES GSAR students to solicit membership for the ASRC  
(by )
- Host annual SAR symposium/awards event  
(by )
- Increase SAR instructors for outside programs  
(by )

**RELIABLE**

**“Consistently meet requests for resources.”**

- Develop and implement process to track members/ group participation in search missions  
(by )
- Develop quarterly recognition system and annual awards  
(by )
- Develop and implement mission response summaries  
(by )

Old Business Items

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- Develop quick response teams in each group - IC, IS, FTL/FTM  
(by )
- Standardize dispatch report for resource response  
(by )
- Develop standardized 30 minute response report for each group  
(by )

**RESOURCE**

**“Develop air scent dog capability within the ASRC through affiliation with current groups and by developing the capability within the ASRC itself.”**

- Develop Air Scent dog training and recognition standards  
(by 4/97 - Hold until 8/96 BOD)
- Increase participation of dog groups in ASRC training  
(by 12/96 by Group GTOs)
- Contact existing dog groups to discuss ASRC development of dog capability  
(by 9/96 - Dave C.)
- Develop plan for marketing the ASRC to the dog groups  
(by 10/96 - Bob K./William D.)
- Develop operational plan for dog team employment  
(by 4/97 - Greg S./Bob K.)

**“Develop and implement an affiliate program.”**

- Define purpose and role of affiliate program  
(by 9/96 - Dave C./William D.)
- Develop policy and procedures  
(by 10/96 - Dave C./William D.)
- Develop a marketing plan to recruit affiliate groups  
(by 2/97 - ?)

*From August 1996:*

**COMMITTEE REPORTS:**

**Medical (Rob Christie):**

- ASRC recertification is 1-31 October 1996.
- Must have all groups' personal data forms by 1 October 1996.
- Have received (5) certifications and 60 out of 370 forms so far.
- Have reviewed Keith's (Conover?) proposal for the Red Cross.
- Will have a computer automated system for tracking personnel training certifications. Peter McCabe will provide a copy of the current GTO database.

**Alerting (Darren Chen):**

- BRMRG is having a problem with their computer. The Dispatch Officer logs have been corrupted.

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**Vision development:**

Dave has talked to Blue & Gray and Dogs East. They are guardedly optimistic about joint trainings. There are three individuals in the ASRC who have air scent dogs already. These groups will allow them to train with them, but they **MUST** come to the scheduled trainings. For Dogs East, that means every Sunday. Every Sunday.

**ASRC Dispatch Problem:**

(Dave) Never received a letter with recommendations on the best way to fix the "ASRC Dispatch Problem". On 4 July 1996, no one was manning the Locker because they were all on the Mall in DC. Facts seem to indicate that whenever UVA has a break, the BRMRGi's leave.

**The Dispatch Coordinator must notify the groups to curtail this problem.**

**DES Problem:**

(William)

There are five points to summarize the problems encountered when dealing with DES:

1. **DES is not ensuring the efficient use of state resources.**
2. **DES has not spoken with the legal RA.**
3. **DES is not helping resources arrive on-scene or helping to provide an IC.**
4. **DES is not assisting with proper patient care/proper management of incidents because they do not call in the best, most qualified people.**
5. **There is no State Police presence.**

(Peter) In April 1994, CAP ICs and ASRC ICs had a meeting. DES is not supporting the agreements made *then*.

William did send out an E-Mail concerning this problem. It basically said that he does not trust our AOs handling a response from DES/following the direction of DES. DES is not investigating the incident, nor are they requesting proper resources.

**The concerns expressed here need to be formally sent from the Chair of the ASRC to DES.**

(Dave) I wrote a letter to DES expressing my concern over this lack of efficiency at DES. A meeting was requested with George Forsman. When Winnie Pennington was made SAR Coordinator, 80% of her duties were to be SAR related, but it seems that 20% of her time is spent on SAR business. There has been no official response.

(Bob) (I) Expressed concern to George about inadequate training of SAR Duty Officers of DES.

(Dave to William and Darren) Please get a letter to me by 26 August 1996 to give to DES. DES is not being proactive, only reactive.

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**Shenandoah National Park/BRMRG Agreement:**

**MOTION (William):**

**BRMRG seeks approval from the ASRC BOD to enter into a response agreement with Shenandoah National Park for rapid rescue-type response of injured persons in the Sugar Hollow Wilderness area.**

*Discussion:*

(Melody) Don't you want to make sure your people are covered?

(Bob) They are. Missions would not go through the State. They would go through SNP.

(Dave) **Will we see paperwork to reflect this?**

(Bob) Yes.

**Yes 9 No 0 Abs 0**

**IS Nominations:**

On behalf of SMRG, Peter relayed the information on the papers he had in his possession. A copy of these papers was not submitted to the Secretary for inclusion in the permanent record. One of the letters was from Julius of SMRG, recommending Gene Harrison be nominated for IS. The other letter was from Gene himself listing his qualifications.

**Preventive SAR (PSAR):**

(Dave) At the October BOD, can an abstract be together to develop this?

(Peter) Yes.

**Other Issues:**

**Lack of Response from members:**

(Dave) There are 410 people in the Conference. They range from COQs to ICs. Only (if we're lucky) 5% respond to searches.

There are different reasons for this low response rate.

- The mission will be over with soon - why go?
- The closer a group is to a mission location, the more members will respond positively. If members live/work farther away, it is more likely they will not respond positively.

**BOD delegates need to ask their group members in an informal survey, "Why don't you respond to missions?"**

Every group, by the end of next year, needs to have a Quick Response Group consisting of 2 IS, 3-4 FTLs.

**Infectious Control Plan:**

(Terri) I missed the first part of the meeting, so I am unsure if this has already been answered, but in the 28 April 1996 ASRC BOD minutes, Rob stated in his Medical report that the Infectious Control Plan was at the printer and will be mailed to groups. Has it been?



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(Rob) The question was answered. The computer has been down. They will be out to groups within 30 days.

**MOA for WV:**

(Peter) Are we doing anything with the MOA for WV?

(Dave) Speaking, but nothing has been done yet.

*From October 1996:*

**COMMITTEE REPORTS:**

**Medical (Rob Christie):**

(William) Hart Rossman of PVRG received an ankle sprain at SNP while on the search for Mr. Schneider. He needs medical (monetary) reimbursement.

(Rob) I will contact Winnie. This request for compensation will be put through SNP first. If unsuccessful, will put through the State for Worker's Compensation.

**Operations Report(Dave Carter):**

With the addition of new SAR groups in VA, we can begin to address 2nd and 3rd shifts of searches.

The Coast Guard wants an MOU with the ASRC. Will lead to "possibilities" over time.

**Safety (William Dixon):**

Bob Koester is applying for a grant to fund the mailings of the surveys. Approximately 4 weeks behind schedule. There are people who will assist with these surveys.

(Bob) Found someone who does sleep research all the time. Hoping for input.

**Training (Peter's letter):**

McCabe is forming a small working group to revise the draft version of the never used Incident Staff written test. Target date for completion is 30 January 1997.

Several ASRC groups have recommended the need for a common field training day in Winter 1997 for communication protocols and procedures.

**Chairman's Report (Dave Carter):**

I did contact four of the dog groups regarding ASRC developing airscent capability. The response was positive. Particularly if our dog teams train with the established dog groups.

**ASRC Dispatch Problem:**

(William) Dispatch has problems with Dispatch. There are problems *staffing* Dispatch.

On the Shenandoah search for Mr. Schneider several dispatchers were needed. A fax would have been helpful.

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**DES Problem:**

Nothing mentioned.

**Sub Audible Tones & ASRC Communications:**

(Dave) We have a loose net communication system, random in its ability to operate. A working group of people is necessary to study Comm. There are only a few people with the technical knowledge of the equipment. Then January meeting needs to address this. How? By completing a Strategic Plan covering the next 5 years. Comm. needs to be "idiot-proof" - easy.

**(Budget Concerns):**

(Dave) What expenses should the Conference pay? Some BRMRGrs use the 800 # and cellular phone for their group business. We'll need to add a FINANCE MEETING to the agenda of the next BOD. Need to analyze the costs to run Dispatch. This is necessary for the budget (for 501c3) also.

Long Distance  
Cellular  
800#  
Computer  
Fax  
Office Supplies

All of the above operational costs need to be taken into account when coming up with the budget.

**IC Proposal:**

(William) Sponsoring Mike Kirk for IC. Please give feedback on this individual.  
[Sponsor = Current IC keeps track of and gathers feedback on a Wannabe IC or IS]

**Other Issues:**

**First test of Worker's Compensation:**

(William) Abby of Dogs East has filed the first Worker's Comp and Medical Comp claim. This is the first test to see how this will all work.

**Motions:**

(Peter via handout)

"Motion -- It is moved the Appalachian Search & Rescue Conference seek to become a partner with the Association of National Park Rangers and its original funding program -- the National Park Foundation -- for the development of a preventive search and rescue education program focusing on what children and adults should do if they become lost in a national park or other outdoor area. It is understood other national level search and rescue programs, such as the Mountain Rescue Association, may seek to develop a partnership arrangement with the Association of National park Rangers for development of this project. In addition, it is

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understood this partnership would focus on sharing the message and the content of the developed education program, not necessarily equal sharing of costs necessary to bring the project to fruition.”

**7 Yes 0 No 1 Ab**

*From January 1997:*

**Secretary's Report**

A reminder to all that rosters are to be given to the Secretary at each and every BOD. All groups are included.

**CHAIRMAN'S REPORT**

We (as a Corporation) need funding. Alas, I would say we desperately need funding. The funds from the Manassas mission are almost gone. The charging of fees to the member groups and individuals is a self-defeating measure and will not produce the funding necessary to make us meet our Vision statement.

We need funding to support the day to day operations. For instance, we need to be paying for dispatch operations - not relying on BRMRG to pay for it. We need equipment which the groups cannot afford. Equipment such as a Local Area Network (LAN) to take advantage of computerization. Equipment such as updated technical rescue equipment.

We need to strengthen the central organization of ASRC so that we are capable of producing reliable results from the groups. Results which are faithfully measured and can be analyzed. The central organization must be able to produce reliable results in handling normal administrative matters which at present are not faithfully (or well-) measured.

None of this will happen without work, discussion, and dedication. The dedication of the members elected as BOD reps is very important. The dedication of the group chairs of the Communications, Medical, Training, and Operations committees is vital to the changes that we need to make.

**SAFETY REPORT**

(William) Study on sleep deprivation/fatigue is still being pursued. Bob Koester has a hard copy of something in reference to this.

**Old Business:**

**Other**

Dave has charged the Secretary with compiling a list of old business items and presenting them to him at the 22 February 1997 meeting. Part of the reason for this is the fact that 20-60% of issues brought before the BOD may be affected by changes of BOD delegates. We are going to get some business in front of the BOD and get it taken care of.

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**IC Review for Recertification**

(Dave) Mark Eggeman of TSAR is due for his Biannual Review of his Incident Commander status.

(Peter) (Note that Sarah Jensen will let her status drop to IS and Patrick Turner has questioned what he needs to provide to the BOD/Peter in order to pass review.)

At this point, Mark Eggeman provided a chronological account of his missions as IC. Unsure of amount of time covered (2 years?). A copy was presented to Peter, but a separate copy was not given to the Secretary of the ASRC *to put in the permanent record.*

**PROPOSED BYLAW CHANGE**

(Dave) Motion that the ASRC Bylaws (2.8.a) be changed to read:

**“The certified groups will elect one delegate for a 2 year term. The second delegate will be the current group chairperson.”**

**10Y 1N 1Ab**

**To be voted on by the General Membership 20 April 1997.**

(Gene) (Communications, etc.) Forms. *(Remember TAFs anyone?)* We need clean copies. Also, GPSs are becoming quite popular now. A class on how to use them could be beneficial.

(Dave) The Communications Committee is charged with finding out who we (the ASRC BOD) said can use our license.

**ASRC FINANCIAL RECORDS**

**William Ruth, and Dave to meet 29 January 1997 in Charlottesville. William will make sure that the financial records needed are provided to Dave.**

**GROUP RECERTIFICATIONS**

(Todd) A 36 month review will be scheduled this Spring for each and every Group. Warning letters will be sent out.

**ALCOHOL AND SAR**

(Melody) Something needs to be brought up about the consumption of alcohol in the SAR community. People would be well-advised to not drink and respond to a SAR mission. I don't know if there is any existing policy, but there needs to be one.

(William) In existence already.

(Todd) There is a policy in effect, and it's a 0 (zero) tolerance policy. You should have notified the IC.

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**MOTIONS FROM FLOOR**

*Dues structure*

(Peter)

**“It is moved that the dues structure of the ASRC be changed to reflect an increase in the cost to each Group for each of its members from \$1.00 per member per year to \$5.00 per member per year.”**

(Todd - second)

*Discussion:*

(William?) BRMRG has a money problem concerning this.

(Todd) Delegates need to ask the members of their respective Groups. So...

(Todd) **Motion to table.**

(John) Second.

**10Y 0N 2Abs Motion tabled.**

**ANNOUNCEMENTS**

- All Virginia groups need to involve CAP with what you're doing.
- 15 March 1997 - statewide simulation/exercise
- April BOD/General Membership Meeting at Camp Pendleton still has not been approved. We may have to pay a nominal fee.
- A Day In the Park with a Friend (Richmond VA) - Emergency Services of all sorts, in addition to Secret Service, police dog demonstrations, and the like, gather in a park and the public comes out in force. There is widespread media coverage of this event. If we are serious about PSAR, this would be a good opportunity for us. Late Spring - early Summer. Not sure of date this year.
- 5 April 1997 - Melfa (sp?) VA - 1000 acre patch of woods. There will be an FTM course and simulated mission. This is an invitation to Groups to attend. Dave needs to know by 15 March 1997 if you do plan to attend.
- Rosters are to be turned in to the Secretary every BOD Meeting. Rosters for BRMRG, MSAR, SWVaMRG, and AMRG have not been received. I have never received one from AMRG. More about this in February.